

**EMPLOYMENT OPPORTUNITY**

**Position Title:** Emergency Management Program Manager  
**Report To:** Administration Manager, Anqotum Resource Management  
**Location:** 32 Micmac Road, Eel Ground, New Brunswick, E1V 4B1  
**Application Deadline:** 4:00 pm (Atlantic), Friday, September 27, 2024  
**Anticipated Start Date:** Early November 2024

**Purpose of the Position:**

The Emergency Management Program Manager (EMPM) will oversee all operations of NSMTC's Emergency Management Program. The EMPM will be responsible for enhancing NSMTC's capacity and ability in relation to emergency preparedness, crisis response, community engagement, and knowledge mobilization. The EMPM will also be responsible for the development and implementation of NSMTC policies, guidelines, and procedures as they relate to Emergency Management.

The EMPM will promote the importance of emergency management to NSMTC's member communities while overseeing the development and implementation of emergency management plans, policies, procedures, and processes.

**NSMTC Member Communities:**

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipogtotjg (Buctouche), Amlamgog (Fort Folly)

**Key Responsibilities:**

- Oversee all operations of NSMTC's Emergency Management Program including administration, management, and staff supervision.
- Develop, implement, and maintain NSMTC policies, guidelines, and procedures as they relate to Emergency Management.
- Provide Emergency Management guidance and advisory support services to NSMTC board, staff, and member communities.
- Enhance the ability and capacity of NSMTC's Emergency Management Program by identifying funding opportunities and/or self-supporting areas of program growth including strategic hires to grow the Emergency Management team.
- Prepare proposals and applications for NSMTC as they relate to the enhancement of NSMTC's emergency management program.
- Provide coordination and advice to member communities Chief and Council and community staff in emergency management and crisis response.
- Oversee the development and implementation of mutual aid agreements between NSMTC's member communities and municipalities, government departments, non-governmental agencies, suppliers, and contractors.
- Conduct such other duties as may be assigned by NSMTC.

**Qualifications and Skills:**

- Bachelor's degree or diploma in applicable field (Arts, Business, Science or Emergency Management).
- Completion of formal training in emergency management (i.e. Emergency Operations Centre, Incident Command System, or other related courses).
- Minimum of five years of related experience in emergency planning, preparedness and response to emergency events.
- Experience in project management, program budgeting and administration.
- Experience in providing advice and recommendations to senior leadership on emergency management activities/issues impacting community infrastructure and health.
- Experience in developing integrated emergency management plans, considering the needs of the community, as well as tabletop exercises, facilitating incident debriefings (hotwash) and preparing Situation Reports.
- Knowledge of emergency management principals, Emergency Operations Centre and/or Incident Command System 100, 200, 300.
- Strong report and proposal writing skills.
- Strong partnerships development and networking skills.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

**What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

**Additional Information**

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

This is a full-time position. Salary will be based on education, experience, and qualifications of the successful candidate.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference will be given to members of our seven member communities.

### **Application Deadline**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca) by no later than **Friday, September 27, 2024 at 4:00pm.**

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.